



Accessing the Annual Report in AIMS 2.0

Logging in to AIMS 2.0:

1. Navigate to <https://caep accreditor.com/>
2. Enter your email address in the 'username' field.
3. Enter your password in the 'password' field.
 - If this is your first time logging in, or you need to reset your password, select "Forgot Password?" and follow the prompts to reset.
 - Check your email for the forgot password link and enter your new password.
4. Click "Log In" to continue.



The screenshot shows the CAEP Log In page. The title 'Log In' is at the top. Below it are two input fields. The first field contains the email address 'caep@caepnet.org', which is circled in yellow. The second field contains a series of dots representing a password. Below the password field is a checkbox labeled 'Remember me!'. To the left of the password field is a blue link that says 'Forgot Password?'. At the bottom is a blue button labeled 'Log In'. Annotations with green arrows point to the email field, the password field, and the 'Forgot Password?' link.

Enter your email address in the 'username' field.

Enter your password in the 'password' field.

☐ Remember me!

[Forgot Password?](#)

Forgot your password? Click the "Forgot Password" link and follow the prompts to reset.

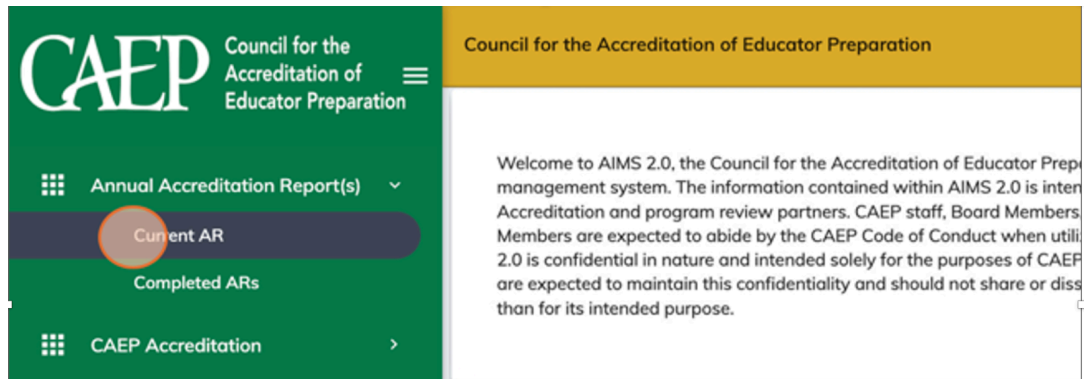
Log In



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Accessing the Annual Report Template:

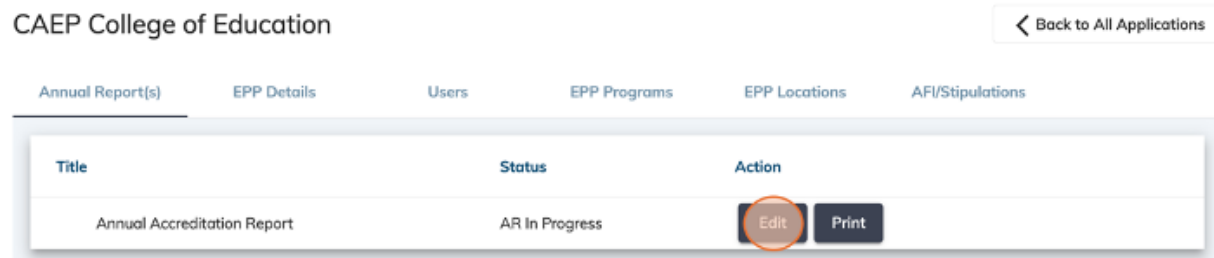
- Click "Annual Accreditation Report(s)" then "Current AR".



- Click the EPP name under "Organization Name".

Organization Name	State	Report Year	Status	Due Date	
CAEP University	Virginia	Annual Accreditation Report	AR In Progress		

- Click "Edit" to open the Annual Report template.










- Click "Start" to open a section of the Annual Report template.

Note: Not all EPPs will have all sections of the report displayed. Only the sections that appear within the Annual Report template are required to be completed by the EPP.



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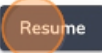
Annual Accreditation Report

Section	
Section 1. EPP Profile Updates in AIMS	
Section 2. EPP's Program Graduates	
Section 3. Substantive Changes	
Section 4. CAEP Accreditation Details on EPP's Website	
Section 5: Areas for Improvement and/or Stipulations	
Section 6. EPP's Continuous Improvement & Progress on (advanced level) Phase-in Plans and (initial-licensure level) Transition Plans	
Section 7: Feedback for CAEP & Report Preparer's Authorization	

9. Upon completing a section, click “Mark Section Complete”.



10. All sections of the Annual Report must be “Marked as Completed” before the report can be submitted.

Action	
	
	
	

- To resume editing an incomplete section, click “Resume” next to the section to be edited.
- To edit a section that has been marked as completed, click “Reopen” or “View”.
- To submit the Annual Report, click “Submit Annual Report”.



Technical Assistance? Email: techsupport@caepnet.org
Annual Report Questions? Email: eppannualreport@caepnet.org
General Accreditation Questions? Email: accreditation@caepnet.org